

APPLICATION PACKAGE

For the

Jobs-Housing Balance Incentive Grant Program



STATE OF CALIFORNIA

**Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053, MS 430
Sacramento, California 94252-2053**

Telephone: (916) 445-4728

Fax: (916) 327-2643

Website: <http://www.hcd.ca.gov/jhbip>

Email address: cahouse@hcd.ca.gov

Revised January 2003

STATE OF CALIFORNIA

GRAY DAVIS, GOVERNOR

**BUSINESS, TRANSPORTATION AND HOUSING AGENCY
MARIA CONTRERAS-SWEET, SECRETARY**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
JULIE BORNSTEIN, DIRECTOR**

Division of Housing Policy Development

Cathy E. Creswell, Deputy Director
Linda Wheaton, Assistant Deputy Director

Jobs-Housing Balance Incentive Grant Program
Linda Nichols, Project Manager

JOBS-HOUSING BALANCE INCENTIVE GRANT PROGRAM APPLICATION

The Department is pleased to release the application for the Jobs-Housing Balance Incentive Grant Program (JHB). The JHB was created by AB 2864, Chapter 80 of the Statutes of 2000, which added as Section 50544 of the Health and Safety Code. To implement the JHB on November 1, 2001, the Department released a Notice of Funding Availability. Unfortunately, due to budgetary constraints the funding appropriated for this program was eliminated prior to the award of any grants.

In 2002, the program was modified pursuant to SB 423 and \$25 million dollars has been made available for the program pursuant to Proposition 46, the Housing and Emergency Shelter Trust Fund Act of 2002 for those cities and counties that would have been eligible for an award pursuant to the November 1, 2001 NOFA. Please be aware this program has been modified by SB 423, Chapter 482 of the Statutes of 2002, the primary modification being that a lower amount of funding will be awarded based on fewer criteria, e.g., housing production and employment demand area. Accordingly, the per-unit funding amounts as had been announced in the November 2001 NOFA have been revised to reflect the reduced amount of funding made available through SB 423 and the Housing and Emergency Shelter Trust Fund Act. Please refer to the revised Guidelines for additional information.

In order to be eligible for funding, a city or county must have both:

1. An adopted housing element that was determined by the Department to have been in substantial compliance with the requirements of Article 10.6 of the Government Code as of and no later than December 31, 2001; and
2. Had a demonstrable and significant increase (at least 112%) in building permits issued for new housing units between January 1, 2001 and December 31, 2001 over the annual average number building permits issued during the 3 year period preceding 2001.

Application Dates and Details:

Application **Final Filing Date is March 26, 2003**. Applications must be received by 5:00 p.m. at the Department. Applications will not be accepted by email or by facsimile.

Applications shall be submitted using the application format contained in this Application Package, including the Departments Application Summary and Program Attachments, and shall include all additional information specified herein.

Grant Award Announcements will be made on approximately **May 30, 2003**.

Number of copies: One original copy of the application, with all required attachments.

Mail the complete application to:

Jobs-Housing Balance Incentive Grant Program
Division of Housing Policy Development
California Dept. of Housing and Community Development
P.O. Box 952053, MS 430
Sacramento, CA 94252-2053

Or, Deliver to:

1800 Third Street, Room 430
Sacramento, CA 95814
Telephone: (916) 445-4728 (Program Secretary)

Program contacts: Linda Nichols or Karen Westmont (916) 445-4728, or email at cahouse@hcd.ca.gov

Application Review Process: Each application will first be reviewed for eligibility requirements and completeness. In order to be considered complete, an application shall contain the information requested in the application. In order to be considered eligible, an application shall meet the eligibility requirements as specified in the Guidelines. If the application is incomplete or ineligible, it will not be considered for funding.

Applications approved for funding will be incorporated and referenced in the Standard Agreement with the Department. Refer to the JHB Guidelines, for additional information. If you have any questions about the application or if you require technical assistance, please contact Program staff for assistance.

Award Decisions: Staff of the Housing Policy Division recommends funding awards to the Director of the Department of Housing and Community Development, based on the information in the applications, and as evaluated by the Department. Applicants will be notified by mail of the Departments funding decisions, and will be posted on the website at www.hcd.ca.gov/jhbigp

Contracts: Successful Applicants will be awarded through the contract ("Standard Agreement") process. That will specify among other things, the amount of funds granted, timelines, as well as the proposed use of funds.

Reporting Requirements: If funded, final reports will be required of the Recipient by the Department as described in the Guidelines. Report dates and requirements will be identified in the JHB contract.

Right to Modify or Suspend: HCD reserves the right, at its sole discretion, to suspend, amend, or modify the provision of this NOFA. If such an action occurs, HCD will notify all interested parties.



Application Summary

Job Housing Balance Program

1.a Applicant Information

Name: _____

Address: _____

City: _____

State: _____ Entity Type: _____
(City or County)

Zip Code: _____

County: _____

If this is a joint-application please provide duplicate of this page for the co-applicant

1.b Authorized Representative Information

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other _____

First Name: _____ MI: _____ Last Name: _____

Job Title: _____

☐ Check if the information in this area is the same as Applicant

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____ Ext: _____ Fax: _____

Email: _____

1.c Applicant Contact Information

☐ Check if the same as Authorized Representative and go to next section

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other _____

First Name: _____ MI: _____ Last Name: _____

Job Title: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____ Ext: _____ Fax: _____

Email: _____

2. Requested Funding

Total amount of JHBP Funds requested

\$

3. Proposed Other Funding Sources - NOT APPLICABLE**4. Project Information**

What will be Funded

Location* of what will be funded

* If not site specific, please provide the area that will receive the service, program or project.

5. Unit Information - NOT APPLICABLE**6. Legislative Representative Information**

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

7. Target Population - NOT APPLICABLE

SECTION A: ELIGIBILITY REQUIREMENTS

1. HOUSING ELEMENT STATUS

Did the Applicant have an adopted housing element that the Department of Housing and Community Development determined, pursuant to Section 65585 of the Government Code, to be in substantial compliance with the requirements of Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code as of December 31, 2001? *

☐ Yes

☐ No

Was the adopted element submitted to the Department on or before December 31, 2001 for review by the Department?

☐ Yes

☐ No

2. HOUSING PRODUCTION

Did the applicant meet or exceed the residential permit activity increase for calendar year 2001 according to Attachment B, Permits for New Residential Units?

☐ Yes

☐ No

If yes, does this amount reconcile with the Construction Research Industry Board's (CIRB) permit data report for 2001 building activity?

☐ Yes

☐ No

If the applicant did not adopt and submit by December 31, 2001 a housing element the Department found to be in compliance or if the jurisdiction did not meet the required residential permit increase as defined in Attachment A of the Guidelines your application will not be reviewed further, as it is ineligible for this Program. Housing elements adopted by December 31, 2001, but not submitted to the Department for review until after the due date (12/31/01) are ineligible.

* Except jurisdictions within San Diego County which were eligible to and which self-certified with SANDAG by the due date are eligible (Section 65585.2 of the Government Code, added by SB 1432, Chapter 711 of the Statutes of 2002)

SECTION B: PRODUCTION AWARD CATEGORY

Production Award Category

I. Employment Demand Areas, Attachment B of the Guidelines: Please list the employment demand area for your city or county, which is to be used in Part II. below. *Note: statistical information is provided at the county level.* If the applicant is a City, please list the County designation:

<i>County</i>	<i>Employment Demand – High, Medium or Low Designation</i>

II. Production Award Information: Fill out the matrix below to verify the grant award requested. (Refer to Attachment A in the Guidelines for the information required in column A below):

A	B	C	D	E
<i>Annual 3yr Average (10/97 – 9/00) from Attachment A, Column C</i>	<i>Number of New Residential Unit Permits issued in 2001</i>	<i>Number of Units over the annual average (B-A)</i>	<i>Award Per Unit (part I.): High \$1,300 Medium \$900 Low \$500</i>	<i>Total Production Award Amount (CxD)</i>
For HCD Use	For HCD Use	For HCD Use	For HCD Use	For HCD Use

SECTION C: SUMMARY INFORMATION

1) PROJECT DESCRIPTION (REFER TO PROGRAM GUIDELINES FOR ELIGIBLE USES OF AWARD FUNDS)

a. Narrative Description. Please provide a brief narrative description of the project, the anticipated community benefit and estimated date of completion. This information will be incorporated into the Standard Agreement. Please submit as Attachment to Section C and mark "Narrative".

b. Project Location: Indicate address where applicable. If not site specific, please provide the neighborhood or community area that will receive the service, program or projects. Please submit as Attachment to Section C and mark "Location".

2) FUNDING SUMMARY: Provide figures below: (you may add additional information to this section if needed, mark as Attachment to Section C and mark as "Funding Summary")

Total dollars amount requested: _____

Total permit increase for 2001: _____

Project funded: _____